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MAS

DDA 77-5782

2 NOV 1977

MEMORANDUM FOR: Administrative Officer, DCI
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science & Technology

FROM: Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT: Report on FY 1977 Control of Official Travel


REFERENCE: a. OMB Bulletin No. 76-9, Supplement No. 2,
dtd 30 July 1976

b. Mult Adse Memo fr DDA dtd 27 Sep 76,
subj: Travel Plans - Fiscal Years
1977 and 1978 (DDA 76-4797)

1. As you know, OMB Bulletin No. 76-9, dated 4 December 1975, announced Administration policy to control official travel. At the request of the Office of the Comptroller, the DDA became the Agency focal point for gathering the reporting data required by the Bulletin. There was some doubt that the present Administration would require the Agency to report on this subject; however, O/Comptroller has just determined that OMB does wish to have a report from the Agency on actual cost savings realized in FY 1977 through the execution of its travel plans.

2. Reference a. provides detailed instructions and a sample format to be used in preparing the report; O/Comptroller has provided the fiscal data that has been inserted. Because the figures reflect a net savings, each addressee should only complete Part II of the report.

3. Since reference a. established a due date of 15 November 1977, we would appreciate receiving a copy of each addressee's report no later than 10 November 1977 in order to compile the overall Agency report.


Michael J. Malanick

STATINTL

Attachment:
Reference a.

cc: O/Comptroller, w/att

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

DD/A Registry

Executive Registry

76-3096

BULLETIN NO. 76-9, SUPPLEMENT NO. 2

July 30, 1976

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of official travel

1. Purpose. This Supplement amends Office of Management and Budget (OMB) Bulletin No. 76-9 of December 4, 1975 to require that agencies prepare reports on FY 1977 travel costs and savings. It also suggests some additional methods and procedures to control travel that agencies should consider in developing their travel plans for FY 1977.

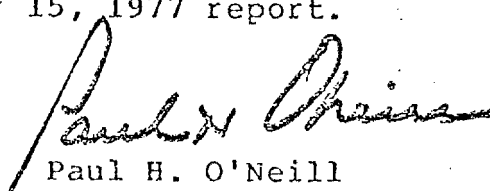
2. Reporting Requirements. Each agency shall submit a report on FY 1977 travel costs and savings to:

General Services Administration
Attention: Director
Federal Travel Management Division
Federal Supply Service

The report is required to be submitted not later than November 15, 1977, and shall be in accordance with Attachment A and the exhibit thereto.

3. Methods and Procedures to Control Travel. Within the constraints of the policy and guidelines set forth in OMB Bulletin No. 76-9, as amended, agencies shall develop travel plans for FY 1977 that will minimize travel costs and eliminate nonessential travel. In the development of their travel plans, each agency should consider the methods and procedures set forth in Attachment B. Each of these methods or procedures has been implemented by at least one Federal agency. Accordingly, each agency should include as many as may be appropriate in its FY 1977 travel plan.

4. Effective Date. This Supplement is effective immediately and expires along with OMB Bulletin No. 76-9 upon submission of the November 15, 1977 report.


Paul H. O'Neill
Acting Director

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Attachments

ATTACHMENT A
Bulletin No. 76-9
Supplement No. 2

REPORT ON FY 1977 COSTS AND SAVINGS
IN TRAVEL AND TRANSPORTATION OF PERSONS

An original and one copy of the FY 1977 year-end report on travel costs and savings will be submitted in the format of the attached Exhibit, as prescribed below.

Part I. Costs and Savings. This part will present for each period shown the estimated dollar amounts for travel and transportation of persons (object class 21), in thousands of dollars. The term "travel costs" as used in this Attachment is intended to be on the same basis (obligations, costs, or other measures) used by the agency in its accounting for travel and other object classes. In most cases, agencies will provide a single line entry showing travel costs for the agency, as a whole. However, Cabinet departments are required to provide separate line entries for each major bureau or other organizational unit that has sizeable travel costs. In such cases, a total for the agency is also required. The amounts provided for the various line entries should equal the total for the agency.

Agency. List the reporting agency. In the case of Cabinet departments, also list separately any bureau or other organizational unit with significant travel costs, a consolidated line entry for the other organizational units, and a line entry for "total agency." At least one space should be left between each line entry.

Column 1. Report estimated travel costs for FY 1977 for each line entry shown in the "Agency" column. The total amount reported should be consistent with the FY 1977 amounts for travel presented in the 1978 budget.

Column 2. Report actual travel costs for FY 1977 for each line entry shown in the "Agency" column.

Column 3. Report the dollar increase (+) or decrease (-) in travel costs. The amounts reported should equal the difference between actual costs for FY 1977 (Column 2) and estimated costs (Column 1).

Column 4. Report the estimated dollar savings in travel costs resulting from revised travel plans for FY 1977 developed in accordance with Bulletin No. 76-9 and this Supplement, as appropriate. The amount estimated as saved

in FY 1977 (Column 4) plus the amount of actual travel costs reported for FY 1977 (Column 2) should equal the total amount for travel for FY 1977 that had been estimated prior to the revised travel plans.

Part II. Discussion of methods used to achieve economies and savings. A brief narrative should specify the methods used to achieve the economies and savings reported by the agency in Column 4 of Part I, above. This discussion should highlight successful methods that may be applicable to other Government agencies.

Part III. Explanation of increases. In view of possible increases in actual FY 1977 travel costs above what had been estimated, the same dollar amounts may not have resulted in the same extent of travel. Therefore, an estimate should be made of the dollar amounts of actual travel costs (Column 2) attributable to:

- increased per diem and subsistence rates;
- increased common carrier rates (such as fares for air and rail travel); and
- other increased travel costs (such as mileage allowance).

Approximations, rather than a detailed analysis of travel vouchers, should be used for this purpose to minimize agency workload.

Also indicate, as appropriate, the costs attributable to any increase in the extent of travel, together with a brief explanatory statement.

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DD/O 76-7127

DD/A 76-4797

MEMORANDUM FOR: Administrative Officer, DCI
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science & Technology

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Travel Plans - Fiscal Years 1977 and 1978

REFERENCES : a. Memo from OMB, dtd 27 July 1976,
Subject: Presidential Management
Initiatives

b. OMB Bulletin No. 76-9, Supplement No. 2,
dtd 30 July 1976

1. The Comptroller has requested us to serve as the focal point for preparation of the Agency travel plans report for Fiscal Years 1977 and 1978. This report will be forwarded to OMB as part of the Agency's response to the Presidential Management Initiatives package (referent a). This memorandum requests each addressee to provide DDA with their respective travel plans for Fiscal Years 1977 and 1978.

2. Administration policy, as stated in referent b, is that "Agencies should authorize that amount of travel necessary to accomplish the purposes of the Government effectively --but not one bit more--and at a minimum cost. This policy is applicable not only to travel of Government employees, but also to travel of contractors and their personnel whose travel expenses are directly reflected in costs paid by the Government."

3. In developing Directorate travel plans, it is suggested that each addressee

a. review their FY 1976 Report of Travel Costs and Savings in order to determine where further savings can be realized,

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b. refer to the attached list of suggested methods and procedures for effecting additional savings, and

c. identify additional measures which would lead to economies in travel over the next 24 month period.

The travel plans report should describe those cost saving measures which will provide components with a sound, efficient and economical travel program. Although actual cost data is not now required, the Agency will have to report to OMB at the end of each fiscal year on actual cost savings realized through the execution of its travel plan.

4. Unfortunately, OMB has imposed an extremely tight deadline on the Agency. Please forward your travel plans for Fiscal Years 1977 and 1978 to DDA Management and Assessment Staff as soon as possible but not later than 8 October 1976.

WJ Michael E. Volantich

John F. Blake
John F. Blake

Attachment:
a/s

cc: Office of Comptroller
Chairman, Travel Policy Committee

METHODS AND PROCEDURES FOR CURTAILING OFFICIAL TRAVEL AND REDUCING TRAVEL COSTS

The following is a list of methods and procedures that have been used successfully by at least one Federal agency and should be considered by all agencies in the curtailment of official travel and the reduction of travel costs.

a. Limitation of attendance at conferences -- when attendance is determined to be necessary for accomplishment of agency missions -- to a single individual responsible for summarizing and reporting the results to other staff members;

b. Utilization of teleconferencing, whenever appropriate, in lieu of conference attendance.

c. Selection by each authorizing officer and person traveling on official business of the most expeditious and economic means of transportation commensurate with the nature of travel being performed. The governing Federal Travel Regulations establish the following order of priority in this selection process:

- (1) Common carrier;
- (2) Government-owned or Government contract rental vehicles;
- (3) Privately-owned conveyance;
- (4) Special conveyance including commercially-rented vehicles.

All authorizing officials and travelers should be aware of the substantial savings available by utilizing the General Services Administration's interagency motor pool vehicles and commercial vehicles under Federal Supply Service contracts. Because commercially rented vehicles not under contract are the most costly, their use for official business should be restricted to the most unique situations. Before authorizing use of commercial rental vehicles not under contract, consideration should be given to requiring authorizing officials to certify on travel orders that use of the methods of transportation in priorities 1 through 3 will not be more advantageous to the Government.

d. Assessment of alternative modes of travel by common carrier to assure that the most economical mode is used.

all costs have been considered. For example, in some travel situations, especially between points in the Northeast Corridor (Washington, D.C. - New York - Boston), Amtrak Metroliner Reserve service may be the most advantageous method of travel when the total downtown to downtown travel costs are considered. Exhibit 2 illustrates the type of comparative time and cost data that should be considered in assessing alternative modes of travel.

e. Utilization of special excursion fares which are available from all common carriers of passengers. Discounts range from 30 to 45 percent below normal coach fares but are subject to individual carrier restrictions. While these special fares are designed to promote vacation and personal travel, they may be used for official Government travel. Carriers should be consulted as to the availability of these lower rates.

f. Revision of travel order and authorization forms to include the following statement for certification by the approving official: "I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions."

g. Rescission of all current blanket or continuous travel authorizations as of a specified date. Reissuance of these types of travel authorizations to be effected to the minimum extent necessary for mission accomplishment and not to exceed 90 days in any reapproved base.

h. Reenforcement of employee awareness of the need for total cost consciousness in the performance of official travel. A sound travel management program requires knowledge of the rules to be followed and the exercise of good judgment by all persons. In particular, it is expected that the expenses which each traveler incurs for lodging and other subsistence will be similar to those of a prudent person traveling on personal business.

i. Screening of travel authorizations to assure, to the extent possible, that travel is performed for more than a single purpose and visits to more than one city are made in series without return to home station.

j. Establishment of procedures to closely control local travel particularly any authorization for local travel from an employee's home to a temporary duty station location within the permanent duty station area.

k. Utilization, wherever possible, of local training courses to eliminate or minimize travel costs.

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